Daily Refund Log

Theatre Location: _____ **Cashier Name: _____** **Date: _____**

Date	# of Tickets	Cashier Initials	Guest Email Address	Guest Phone Number	Guest Name (Printed)
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
Film Title:			**Refund Explanation:**		
		TOTAL			

Cashier Name (Printed Clearly): _____

Cashier Signature: _____

Manager Name: _____

Manager Signature: _____

Each Cashier must use their own Log. **Cashier Name must be printed clearly**. You may use more than one log for each day if you run out of lines. Make sure all refunds are calculated and **LEGIBLE** on each page at the end of the business day.